



CYNTHIA A. HARDING, M.P.H.  
Interim Director

JEFFREY D. GUNZENHAUSER, M.D., M.P.H.  
Interim Health Officer

313 North Figueroa Street, Room 708  
Los Angeles, California 90012  
TEL (213) 240-8156 • FAX (213) 481-2739

[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)



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December 18, 2014

TO: Each Supervisor

FROM: Cynthia A. Harding, M.P.H.  
Interim Director

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO ACCEPT A NOTICE OF AWARD FROM THE CENTERS FOR DISEASE CONTROL AND PREVENTION FOR THE PUBLIC HEALTH EMERGENCY PREPAREDNESS AND HOSPITAL PREPAREDNESS PROGRAM**

This is to notify you that I am exercising the delegated authority approved by your Board on June 6, 2012, to accept future amendments from the Centers for Disease Control and Prevention (CDC) that are consistent with the requirements of Notice of Award (NA) Number 1U90TP000516-01, that allow for the rollover of unspent funds and/or redirection of funds, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office.

Under this authority, I will accept CDC NA Number 5U90TP000516-03 REVISED, Amendment 4, issued on November 14, 2014, for the Public Health Emergency Preparedness (PHEP) and Hospital Preparedness Program (HPP) Cooperative Agreement for the period July 1, 2014 through June 30, 2015 (Budget Year 3).

This amendment authorizes: 1) the carryover of unspent PHEP funds in the amount of \$1,005,493 from Budget Year 2 to Budget Year 3 consisting of \$775,427 Base and \$230,066 Cities Readiness Initiative (CRI) funds; 2) the carryover of unspent HPP funds in the amount of \$64,240 from Budget Year 2 to Budget Year 3; and 3) the redirection of PHEP Base and CRI funds in the amount of \$2,912,593, including previously restricted CRI funds.

**Carryover of Base and CRI funds:**

**Base** - A total of \$775,427 in carryover Base funds is allocated as follows:

Contractual: A total of \$167,146 will be used to support the emergency preparedness activities of the City of Long Beach (\$19,525) and the City of Pasadena (\$19,354); continue to facilitate the Whole Community Planning Initiative through development of emergency response and recovery plans (\$51,650); provide real-time bio-surveillance data utilizing syndromic surveillance analysis methods to track trends in emergency services (\$67,617); provide training in emergency preparedness for physicians on the medical aspects of managing casualties

(\$7,500); and provide training in FEMA purchasing and logistics for Department of Public Health (DPH) staff members (\$1,500).

Travel: A total of \$3,641 will be used to support staff attendance at the Public Relations Society of America Health Academy Conference and the Blog World and New Media Conference.

Equipment: A total of \$461,204 will be used to support Technical Advisory Group members to safely and effectively respond to and assess incidents of bioterrorism threats in the field with local response partners; provide rapid identification of pathogens causing foodborne, respiratory, and environmental threats; and secure additional storage space to accommodate reagents for conventional laboratory identification.

Supplies: A total of \$69,094 will be used to procure Ham radio supplies, software training, and upgrades; building emergency coordinator supplies, disease investigation response supplies, and CPR/first aid supplies; and veterinary packing and shipping supplies.

Other Budget Category: A total of \$74,342 will be used to renew subscription services, provide Statistical Analysis System software training; secure leadership training for DPH staff to assume emergency preparedness roles and responsibilities; and enhance DPH's capabilities to provide emergency response web-based trainings, seminars, and presentations to DPH staff.

**CRI** - A total of \$230,066 in carryover CRI funds is allocated as follows:

Contractual: A total of \$130,565 will be used to support points of dispensing and medical countermeasure activities of the City of Long Beach (\$1,738); develop medical countermeasure operational plans (\$48,497); and provide logistics support for the Strategic National Stockpile (SNS) operational component (\$80,330).

Travel: A total of \$1,163 will be used to support staff attendance and participation in a SNS warehouse distribution exercise.

Equipment: A total of \$82,209 will be used to procure a pallet wrapping machine to support medical countermeasure operations and to increase DPH's disaster network recovery storage.

Other Budget Category: A total of \$16,129 will be used to dispose of expired antiviral supplies in accordance with the State Medical Waste Management Act.

**Carryover of HPP Funds:**

A total of \$64,240 in carryover HPP funds is allocated as follows:

Supplies: A total of \$58,400 will be used to procure personal protective equipment that is needed to support preparedness activities associated with caring for a suspected or confirmed Ebola patient.

Indirect Costs: A total of \$5,840 is needed to support the expenditure for supplies.

**Redirection of Base and CRI Funds:**

**Base** - A total of \$2,460,490 will be redirected from various line items to:

**Personnel:** A total of \$390,348 will be used for salary adjustments needed due to filling of previously vacant positions. Staff will provide administrative and programmatic support to ensure completion of grant requirements.

**Indirect Cost:** Indirect cost was increased in the amount of \$46,520 from \$2,023,622 to \$2,070,142. This amount reflects the current County indirect cost rate.

**CRI** - A total of \$452,103, which includes the release of \$68,479 in funds originally restricted, will be redirected from various line items to:

**Personnel:** A total of \$56,253 will be used to provide assistance with warehouse operations including the oversight of receiving and tracking newly acquired assets for emergency preparedness.

**Contractual:** A total of \$54,990 will be used to procure additional warehousing space to accommodate a DPH cache of personal protective equipment and medical countermeasure supplies.

**Indirect Cost:** Indirect cost was increased in the amount of \$12,046 from \$328,814 to \$340,860. This amount reflects the current County indirect cost rate.

All other terms and conditions of the award remain in effect.

County Counsel has reviewed and approved CDC NA Number 5U90TP000516-03 REVISED, Amendment 4 as to use and this delegated authority action.

If you have any questions or require additional information, please let me know.

CAH: bh  
#03150

c: Interim Chief Executive Officer  
County Counsel  
Acting Executive Officer, Board of Supervisors  
Department of Health Services